

CCO Questions Master
Current as of
08 Feb 01

Civil Service Personnel:

CP-1: If MEO is awarded bid, how does PPP (Stopper) play in this?

Answer: If there is a RIF, then PPP applies. (OPR: HQ AETC/DPS)

CP-2: When do you qualify for PPP?

Answer: When RIF notice is received. (OPR: HQ AETC/DPS)

CP-3: Does NAF time count toward Retirement?

Answer: Every situation is different and would need to be reviewed on a case by case basis by the CPO. (OPR: 82 MSS/DPC)

CP-4: Is there right of first refusal during privatization? (e.g. utilities)

Answer: No. (OPR: HQ AETC/DPS)

CP-5: Is there right of first refusal in the Sheppard Utilities privatization?

Answer: No, right of first refusal only applies to A-76. (OPR: HQ AETC/DPS)

CP-6: Where are you placed in PPP?

Answer: All DOD program openings are eligible for PPP. (OPR: HQ AETC/DP)

CP-7: What about vacancies that are open now in areas being studied, will they be filled?

Answer: The wing will work each individual situation as required. (OPR: HQ AETC/DPS)

CP-8: How are civilian promotions affected during A-76?

Answer: They stay the same. (OPR: HQ AETC/DPS)

CP-9: Will civilians in positions being studied be frozen?

Answer: No. (OPR: HQ AETC/DPS)

CP-10: Can civilians use Voluntary Separation Incentive Program (VSIP) or retire?

Answer: For VSIP yes, as long as you save someone (RIF or downgrade depending on program taken). Personnel may retire within the appropriate retirement rules anytime. (OPR: HQ AETC/DPS)

CP-11: If a Contractor is awarded the A76 competition, how much of the workforce will be from civil service?

Answer: Past studies have shown about 70% are prior civil service. Prior civil service have Right of First Refusal, but no pay guarantees. (OPR: HQ AETC/XPM)

CP-12: Has the competitive area been defined?

Answer: Positions that Sheppard AFB services in the commuting area. (OPR: 82 MSS/DPC)

CP-13: (Posted 5 Nov 99) I am a GS-04 (CSRS employee) assigned to the 82 TRG Evaluations office, and my goal is to retire with 50 years federal service. I retired from the Air Force as a CMSgt with 30 years service on 1 Oct 82. If I can retire from civil service effective 4 Jan 2003 (the last pay period in 2002) I can achieve that goal (counting on having about 3 or 4 months sick leave to give me 20 years Federal service. Hired (civil service) effective 14 Apr 83. I am 67 years "Young."

Think this will be possible???

Answer: One thing to consider is that it is at least possible that you may be impacted by Reduction-in-Force before January 2003. Since we won't know the extent of any RIF until after it is determined whether a Contractor or the MEO will assume the studied workload, it's too early to speculate what that possibility is going to be. In the event you are not adversely impacted by RIF, the following retirement information applies:

1. "You are currently eligible to retire and yes, it is possible for you to retire with 50 years Federal service on 13 April 2003. Your sick leave will increase your retirement annuity, not your length of service.
2. The Office of Personnel Management (OPM) will convert your sick leave hours to calendar days and add that time to your retirement annuity computation. For example: If you have 4 months sick leave when you retire on or after 13 April 2003, OPM will compute your retirement annuity based on "20 years and 4 months" service.
3. Federal employees covered by the Civil Service Retirement System (CSRS) have a 4 day window to retire, the last day of the month or the first 3 days of the next month. If you retire on 13 April 2003, your retirement annuity will not commence until 1 May 2003. Therefore, you may want to consider retiring 30 April or the 1st, 2nd, or 3rd of May 2003. (OPR: 82 MSS/DPC)

CP-14: (Posted 5 Nov 99) I was told that while this A-76 study was going on, there would be no raises or promotions. Number 1...is this true? And if it is, number 2...will

that effect the Civil Service "COLA" raises in January (the 4.9%) and our annual "Step" increases (which mine is due to me in April 2000)?

Answer: Thank you for your question and the opportunity to clarify. 1. It is not true that while the study is on-going there will be no raises or promotions. Our plans are that we will continue to fill vacant positions by promotion, reassignment, new hire, etc., until sometime in late June or early July of 2000. At that point, if current milestones of the study do not change, we will be prohibited from filling certain positions on a permanent basis. Then, we will either hire temporary employees or fill by temporarily promoting/reassigning/detailing current employees, depending on the nature of the vacancy. 2. Throughout the entire study, civilian employees will receive any annual pay raises or within grade increases that are due them. (OPR: 82 MSS/DPC)

CP-15: (Posted 8 Nov 99) What is Right of First Refusal (ROFR)?

Answer: ROFR is governed by OMB Circular A-76, Federal Acquisition REG 52.107-3, and Air Force Commercial Activities Program Instruction (INTERIM INSTRUCTION UNTIL AFI 38-203 IS RELEASED)

Private contractors who compete to successfully replace in-house commercial type activity must give ROFR to any **QUALIFIED CIVILIAN EMPLOYEE** who is **ADVERSELY AFFECTED**.

QUALIFIED CIVILIAN EMPLOYEE for ROFR purposes is defined as any U.S. direct hire civilian personnel of the Department of Defense paid from Appropriated (APF) OR Non-Appropriated funds (NAF) and serving on a permanent or term appointment.

ADVERSELY AFFECTED employees is defined as any permanent or term APF or NAF employee who is reassigned, changed to lower grade, or separated as a result of the contracting action.

Determination of position qualifications is made by the contractor and not subject to Air Force review. (OPR: HQ AETC/DPC)

CP-16: (Posted 17 Nov 99) Many here at Sheppard are working outside of their Positions Descriptions, should the PD's be rewritten?

Answer: Although the content of current position descriptions does not impact development of the Performance Requirements Document (PRD) or the Most Efficient Organization (MEO) bid, each employee's position description/core document should accurately describe the work required and performed. The classification specialists in the Civilian Personnel flight depend on supervisors to let them know when duties change by submitting revised position descriptions or core documents for review. When a new or revised document is received, that project is prioritized and a specialist works with the supervisor to finalize as soon as possible. If needed, personnel actions may be initiated or personnel records updated to reflect any appropriate changes. While the Civilian

Personnel flight will make every effort to ensure individuals are not adversely affected in the A-76 process, supervisors/management must ensure position description/core document accuracy. (OPR: 82 MSS/DPC)

CP-17: (Posted 14 Dec 99) Are there statistics to show the placement rate of employees at closure or contract bases through the Priority Placement Program?

Answer: We forwarded this question to Sheppard's A-76 liaison at HQ AETC/DPC and were told that there are no statistics maintained that show Priority Placement Program (PPP) rates for base closures or for bases that have had significant contracting activity leading to Reduction-in-Force (RIF). The nature and location of the closure or RIF and individual employee decisions impact the effectiveness of the PPP. For example, if the Maxwell study results in a private contractor assuming the workload and an ensuing RIF, the employees' odds of being placed in the local commuting area are not as great as an employee who works at Lackland where there are several other DoD Agencies with employment opportunities. Generally speaking, if an employee is eligible to register outside the local commuting area and has chosen not to, chances of being placed through the PPP are reduced. If eligible for registration, the experts advise that the broader an employee's area of registration, the greater the chances are of being placed through the PPP in another DoD civil service position. (OPR: 82 MSS/DPC)

CP-18: (Posted 14 Jan 00) If I will have 26 years of service from time of my SCD in Apr. 02, will I still be eligible for the incentive if it is authorized. Also, do I have to buy back my service time in order for my SCD to be honored for retirement. If that is the case, then I only will really have 22 years on the books. Who can answer this for me?

Answer: In answer to your specific question: all employees, regardless of their age and years of service may be eligible for an incentive payment. Those who qualify and are selected to receive an incentive who do not meet the age and length of service requirements for either early or optional retirement will be required to resign in exchange for the incentive payment.

Our Employee Relations Section has reviewed your records and provides the following information:

You can retire on 31 March 2002 only if you combine your military and civilian service (26 years 6 Months) and if we get VERA (early retirement authority).

Since you were employed under the Civil Service Retirement System (CSRS) before 1 October 1982, you can receive credit for post-1956 military service without making the deposit; however, you will more than likely face an annuity reduction for the military service at age 62. Or you can make the deposit and avoid a reduction. (There are a number of conditions that effect the possibility of an annuity reduction. If you require more specific information, you should contact the Benefits and Entitlements Team (BEST) at the Air Force Personnel Center, 1-800-997-2378. The recording will first ask for your Social Security Number. Enter that. If you have never used the BEST line before, when the recording asks for a Personal Identification Number (PIN), enter your

month and year of birth; example if you were born in December, 1953, you would enter 1253.) If you have used the BEST system before, you should have a 6-digit PIN.)

You will be eligible to optionally retire after 14 December 2008 at the age of 55 with 33 years service if you combine your military and civilian time. Without your military time, you will not be eligible for optional retirement until 14 December 2009 with 30 years civilian service. (OPR: 82 MSS/DPC)

CP-19: (Posted 18 Jan 00) Is it true that retired military are not eligible for a retirement incentive payment? If true under normal RIF, will this hold true under the A-76? I'm a FERS employee.

Answer: The Voluntary Separation Incentive Payment (VSIP) allows agencies to offer buyouts of up to \$25,000 to eligible employees who voluntarily retire, retire under early retirement, or voluntarily resign during the approved buyout window.

Being a retired military does not prohibit you, if otherwise eligible, from receiving an incentive payment if it is offered. The incentive payment is figured only on the basis of your civilian service and any creditable military service which interrupted civilian service and which conveyed restoration rights.

We will be surveying the workforce in Mar 2001 for employees to indicate whether, if offered, they will voluntarily retire or resign if they are selected for the VSIP. (OPR: 82 MSS/DPC)

CP-20: (Posted 18 Jan 00) Does a civilian employee have any priority referral preference should their Federally employed spouse accept a position under the Department of Defense (DoD) Priority Placement Program (PPP)?

Answer: Civilian Personnel has researched the regulations (Department of Defense Priority Placement Operations Manual) and the following information is provided as the response to the question:

In some cases, spouses of displaced PPP registrants who relocate to accept a PPP offer by permanent change of station (PCS) may also register. This does not include spouses of employees who relocate at their own request or to satisfy the terms of a mobility agreement. Eligible spouses may be registered by their own servicing activity for DoD activities in the commuting area of their sponsor's new duty station, provided the spouse:

(1) Is a DoD civilian employee in an appropriated fund position on a non-temporary appointment in the competitive or excepted service on the date of the sponsor's PCS to the new duty location;

(2) Resided in the same commuting area as the sponsor prior to the sponsor's move;

(3) Is covered under the sponsor's PCS orders; and,

(4) Furnishes the sponsor's PCS orders or written certification showing the sponsor's reporting date to the new duty location.

Registration may not begin earlier than 30 days prior to the sponsor's reporting date and the total registration period may not exceed one year. Such registration does not entitle the spouse to retained grade, retained pay, or to relocation expenses under the Joint Travel Regulations. (OPR: 82 MSS/DPC)

CP-21: (Posted 18 Jan 00) Is the mock RIF just a tool for personnel, or will notices go out to employees? I can only see where this will tell us our jobs are going away. If we lose the bid, a contractor will come in, so we already will know our jobs are going away. I guess, what I'm asking is what information will the mock RIF give me?

Answer: The mock RIF will be used by the staff of the civilian personnel flight and the personnel center to make an initial determination of the extent of the Reduction-in-Force. Employees will not receive any notice at that time. We will use the information to justify our requests for Voluntary Early Retirement Authority and for the Voluntary Separation Incentive Program. (OPR: 82 MSS/DPC)

CP-22: (Posted 18 Jan 00) About a year and half ago my disability rating was increased from 40% to 60% by the VA [Department of Veterans Affairs]. Will a disability rating of 60% have any bearing on where I am placed on a reduction-in-force (RIF) list, should there be a RIF?

Answer: Your increase from 40% disability to 60% disability does not have any bearing on where you will fall on a RIF list (retention register). The highest category of veteran preference is "30% or more" and those with 30%, 40% or 60% are all in the same category. More important is whether you are entitled to veteran preference for RIF purposes. Generally, most retired members of the armed forces do not have veteran preference for RIF. Military retirees are entitled to veteran preference for RIF only if they meet a further condition(s). For instance, if you retired below the rank of major, and your retirement was based on a disability that resulted from injury or disease received in the line of duty as a direct result of armed conflict, you are entitled to veteran preference for RIF. This is only one of several possible conditions. Sheppard Civilian Personnel will be providing extended information in a future article for The Sheppard Senator. Veteran preference for RIF is noted "yes" or "no" in block 26 of any of your SF50s, Notification of Personnel Action. (OPR: 82 MSS/DPC)

CP-23: (Posted 26 Jan 00) Is there an Inter Agency Transition Assistance Program, that we could also register with, together with the PPP? I have been told this might help us get Civil Service jobs outside of DOD!

Answer: The Interagency Career Transition Assistance Plan (ICTAP) assists Federal employees displaced from their jobs by downsizing. It is a temporary replacement for another program. The program has been extended till 30 Sept 2001. And yes, it is for positions in other agencies.

However, to be eligible for the special selection priority, an individual must, among other criteria, occupy, or be displaced from, a position in the same local commuting area of the vacancy. There are limited, if any, opportunities in the Wichita Falls area.

The employee must apply to the other agency for the position in the local commuting area and exercise special selection priority for the position. This differs from the Department of Defense Priority Placement Program, inasmuch as it is not a referral from one registration and a centralized inventory or "list." This means that an employee who has a RIF notice of separation, for example, can apply for a competitive service vacancy announced by another agency in the local commuting area, and if found well-qualified, must be selected for the position over an applicant from outside the agency.

More detailed information regarding the ICTAP may be accessed at <http://www.opm.gov/ctap/html/egct.htm>. Also, Sheppard Civilian Personnel Customer Service has a copy of The Employee's Guide to Career Transition in Building 402, Room 217, which includes information on this specific program. (OPR: 82 MSS/DPC)

CP-24: (Posted 27 Jan 00) I am presently a Civil Service employee, but we are just in-house on a temporary basis until our contract sorted out. Right now, we are scheduled to go back to a contractor on 1 APR 00. My question is, how will this affect us, if we are already contractors when the time comes for the base to go either contract or in house? Also, why is "contractor being awarded the bid" always referred to as "worst case scenario"? Sometimes working for a good contractor is not all that bad. To me, each scenario has its good and bad points.

Answer: To answer your first question, four scenarios will have to be explained:

1. The MEO is awarded the cost study, and in their bid, they decided to keep a currently contracted out function with the same contractor. This would have no impact to the employees who work for the existing contractor.
2. The MEO is awarded the cost study, and in their bid, they decided to take a currently contracted out function back in-house. In this case, the contractor's workforce would be out of a job. They can apply for civil service, but there is no guarantee they will get the jobs. (Only government employees have "right of first refusal" under the cost study.)
3. A contractor(s) is awarded the cost study, and in their bid, they decided to keep a currently contracted out function with the same contractor. This would have no impact to the employees who work for the existing contractor.
4. A contractor(s) is awarded the cost study, and in their bid, they decided to take a currently contracted out function and perform the work himself or use a different contractor. Existing workers under the existing contracts could apply for job openings and if hired could become employees of our new BOS contractor. In the past, when one contractor takes over from another, they normally hire much of the existing qualified workforce depending on the number of positions they need because it saves on relocation and training costs.

Finally, we do not mean to offend contractor employees when we refer to a contractor awarded bid as a "worst-case scenario". There are many fine contractor employees who support Sheppard's mission in an outstanding manner every day. For the civilian employees who are facing the possibility of separation from federal service if a contractor assumes responsibility for the work, a contractor awarded bid is a much more devastating alternative to the work remaining in-house under an MEO. From now, we need to say "a contractor awarded bid would be a worst case scenario for the federal employees who are continuing on with federal employment at Sheppard." (OPRs: 82 MSS/DPC and 82 TRW/CCO)

CP-25: (Posted 31 Jan 00) If I look for a civilian job on Sheppard AFB when they are re-opened in two years, may I bump into someone's position? I've worked for 22 years and nine months and I'm hearing impaired.

Answer: It is very hard to explain "bump" without a full explanation of reduction-in-force (RIF) procedures. However, I will attempt to answer your specific question regarding bump and retreat rights. Please be assured that further information will be provided soon on the Civilian Personnel Website, Customer Service, and other informational vehicles. I have provided two websites in the last paragraph regarding RIF.

Determination of an employee's bump and retreat rights are set into motion in the RIF process after it has been determined that there are no available vacancies for the affected employee to be placed. The bumping employee must be fully qualified for the position and must be in a higher tenure group or subgroup (i.e. a veteran bumps a non-veteran, a career employee bumps a career conditional employee). To retreat, the employee must have held the position or one essentially identical to it (on a permanent basis in the federal service) and may only affect an employee in the same tenure group and subgroup (career-veteran to career-veteran, with a more recent adjusted service computation date (SCD)).

So, should a RIF be necessary on Sheppard AFB because of A-76, and your position be abolished, personnelists who administer RIF procedures would first look at available vacancies, then bump and retreat rights. In addition, if someone else's position is abolished, and not yours, the other employee may bump or retreat into your position. If this occurs, then your rights would apply. In any case, a single abolish action on Sheppard could trigger a domino-like chain reaction as employees affect other employees in the exercise of their assignment rights.

This is just one part of RIF. Should you want to read more information, you may access the Internet at <www.access.gpo.gov/nara/cfr/waisidx_99/5cfr_99.html> or <www.opm.gov/rif/general/rifguide.htm> We will also have the same information available at Customer Service, Building 402, Room 218. (OPR: 82MSS/DPC)

CP-26: (Posted 22 Feb 00) I will have 23 years of service from time of my SCD in Apr. 02, will I still be eligible for the incentive if it is authorized to retire?

Answer: Employee eligibility for Voluntary Early Retirement Authority (VERA), if approved, is 20 years of Federal service at age 50; or 25 years of Federal service regardless of age. Our records indicate that you will not meet the eligibility criteria for VERA (an early retirement) by April 2002.

The Voluntary Separation Incentive Payment (VSIP) program is offered when acceptance results in savings and avoids involuntary separation. It is a voluntary program. If otherwise eligible, an employee may either resign or retire (it is not restricted to retirement eligibles). More information on VERA and VSIP is available on the DPC Website.

The BEST Line at Randolph AFB TX has information regarding your personal status and also the date you are eligible to retire. You may reach them at 1-800-997-2378. (OPR: 82MSS/DPC)

CP-27 (Posted 6 March 00) My question relates to a comparison of a base closure and the A-76. Will there be an opportunity to retrain or get further educational assistance as they did at Kelly AFB? Also, are there going to be classes on how to start a small business in the event that an individual has to leave Civil Service?

Answer: The answer is broken down into three parts:

1. There is an excellent website, www.twc.state.tx.us/svcs/jtpa/dislocat.html, on Dislocated Workers' Programs. This is run locally by the North Texas Workforce Center. Employment, and training programs are offered to eligible workers who are unemployed due to no fault of their own or that have received official notice of a layoff. We plan to invite a spokesperson from their office to come and provide information to our workforce.
2. If you are interested in tuition assistance now, you can submit a DD 1556 at any time for help in pursuing higher education. Basically, the limitations are courses must be mission related, and we must have the funds.
3. We will be working various transition programs with the Family Support Center. A "how to start a small business seminar" is a great idea and is the kind of program we will be offering if we learn in Jun, 2001 that a contractor will assume the studied workload. Meanwhile, if you are interested in starting in that direction now, you might want to contact Mr. L. O. Nelson, Assistant Director of the Small Business Development Center at 397-4373. (OPR: 82 MSS/DPC)

CP-28: Will a contractor or Most Efficient Organization (MEO) be required to consider Affirmative Action when filling positions. In my area, Wage Supervisory positions are currently occupied by white males and are underrepresented by females and other minorities.

Answer: If a contractor wins the bid, we can't answer how a contractor will select employees to fill it's positions. If the MEO wins out and assumes the workload, the

selecting supervisors will be subject to Federal Law and Air Force Policy that states, "civilian personnel management will be accomplished in a manner that is free from discrimination and provide equal opportunity for all applicants and employees regardless of their race, color, religion, age, sex, national origin, disability, or sexual orientation. In filling civilian positions, the Air Force will make sure that selections are based on principles of merit and qualifications without discrimination because of any non-merit factor. Responsibility for implementation of AF equal employment opportunity (EEO) and affirmative action plan (AAP) policies is shared by management personnel at all levels and designated EEO and AAP officials." The quoted information represents AF policy; it does not mandate quotas, nor does it require a supervisor to select a member of an underrepresented group when filling a position.

Sheppard's Affirmative Employment Program Plan, updated annually, shows the various job categories (professional, administrative, technical, clerical, blue collar) and assesses underrepresentation in each. There is no distinction made between wage grade and wage supervisory positions--all fall into the "blue collar" category. In the blue collar category, the following groups are underrepresented: White female, Black female, Hispanic female, Asian female, American Indian/Alaskan Native female, and Asian male.

Since Oct 98, Sheppard has filled 3 wage supervisory positions; no candidates from the underrepresented groups were referred to the selecting supervisors for consideration. Had there been an opportunity to select a member of an underrepresented group, the selecting supervisor would have been advised that the opportunity existed, but would have been allowed to select the individual felt to be best qualified for the positions, in accordance with merit principles. (OPR: 82 MSS/DPC)

CP-29: (Posted 9 March 00) If an individual has been working under an old job description, will they be allowed to add all the new/current duties they have been performing that aren't on their job description?

Answer: If your current position does not adequately describe the work you perform, your supervisor should contact the classification section of the Civilian Personnel Flight to determine the extent of changes that will be required and the potential impact on the position. (OPR: 82 MSS/DPC)

CP-30: (Posted 9 March 00) How long will the Priority Placement Program (PPP) be offered? What is the proposed time frame?

Answer: Employees become eligible to register when they receive a specific RIF notice or separation or demotion. Registrants remain registered for 12 months after the effective date of separation, or otherwise deleted, e.g., declining a valid offer. Possible early registration will be looked at in 2001 and can be approved by the Commander. In addition, they can always register for Central Skills Bank (CSB) and the Air Force Career Program. (OPR: 82 MSS/DPC)

CP-31: (Posted 9 March 00) The military will PCS when their positions are gone, will the civilian workforce have the option to PCS as well?

Answer: The DoD Priority Placement Program is the most commonly utilized outplacement program available to employees affected by RIF. Registration permits areas outside the local commuting area. Employees are registered for the minimum area likely to provide a reasonable placement opportunity and may not skip over DoD activities or States to register for more distant locations. (OPR: 82 MSS/DPC)

CP-32: (Posted 9 March 00) Do we have to resubmit a 52 to extend a position?

Answer: Yes, a 52 will need to be resubmitted. (OPR: 82 MSS/DPC)

CP-33: (Posted 9 March 00) How do I contact Central Skills Bank (CSB)?

Answer: You can register in the CSB by contacting the Civilian Personnel Customer Service Office, Bldg. 402, Rm. 217. Their number is extension 6-2024. (OPR: 82 MSS/DPC)

CP-34: (Posted 17 March 00) I understand that after 1Jun 2000, all position fills will be temp/term. What about positions where the fill request was dated prior to Jun 2000? Will they also be temp/term?

Answer: Referring to the current A-76 timeline, the Request for Proposals (RFP) soliciting bids from contractors is due to be released on 28 Jun 00. The regulatory guidance associated with the A-76 process requires that all jobs identified in the study that become vacant will be filled on a temporary basis beginning on the date the RFP is released. In addition, all other positions at Sheppard that become vacant after 28 Jun 00 will be filled on a temporary basis if there is a possibility they will be needed for placement of an employee who might be affected by a reduction-in-force (RIF). (NOTE: Exceptions to these rules are possible for mission essential/critical positions that would be difficult/impossible to fill on a temporary basis.)

Each vacant position that is pending permanent fill on 28 Jun will be evaluated to determine status of fill request; whether it is likely to be needed in a RIF; whether it is mission critical; and other similar factors. Some will be pulled back to be filled on a temporary basis; on others, we may proceed with permanent fill after obtaining appropriate approvals. (OPR: 82 MSS/DPC)

CP-35: (Posted 6 April 00) As jobs are being filled off the stopper list, are the people taking these jobs and moving in from other bases around the country being told the job their filling is under an A76 study?

Answer: If we have any stopper matches to positions included in the A-76 study, the individual will be advised that the position is under contract study. He or she could decline the offer without penalty. Under Priority Placement Program guidelines, an offer of a position in a function that is under contract-out study and would require a PCS move is considered an invalid offer IF DECLINED. (OPR: 82 MSS/DPC)

CP-36: (Posted 7 April 00) If a person has 25 years of federal service or over, are they still entitled to severance pay if they go on the PPP?

Answer: Severance pay is an entitlement to employees who are separated by RIF, IF they have 12 months continuous service and are NOT eligible for an immediate retirement annuity. A person with 25 or more years of federal service who is separated in RIF would be entitled to a discontinued service retirement and would receive an immediate retirement annuity; therefore, severance pay would not be offered. (OPR: 82 MSS/DPC)

CP-37: (Posted 24 April 00) If I understood right, at the Town Hall meeting, it was mentioned that during the Mock RIF, if there were not enough numbers (civilian personnel) to support a PPP, then it would not be cost effective or feasible to have a PPP. I never heard of this, I thought that you would automatically be registered for PPP when you were RIFed. Then it was mentioned that there is the Central Skills Bank and the Civilian Career programs to register for. If the PPP is not going to exist, what chance then is there to stay in the Civil Service System?

Answer: First of all, the "mock" RIF is done for planning purposes only. For instance, should we go forward to request permission to offer Voluntary Separation Incentive Payments (VSIP), we have to include numbers of projected separations and/or change to lower grades. We would go forward should Air Force lose the contract and the approximately 270 positions under study were to be abolished. The mock RIF also helps us know, under the worst scenario, what kind of impact RIF will have on the employees. We would use that information to try and reduce the impact of RIF.

Eligibility for the employee to register in the Department of Defense (DoD) Priority Placement Program (PPP) is not determined by "numbers" of affected employees. If one person receives a RIF notice of separation or demotion, that one person may be able to register in PPP. For employees who are entitled to severance pay, registration is mandatory during the official RIF separation notice period. The RIF separation notice period is from the date after issuance till the effective date. This can be either 60 days or up to 120 days.

In regards to the Central Skills Bank (CSB) and the Air Force Career Programs, those are current automated referral programs. Employees, if otherwise eligible, may register for consideration at other locations at any time. We have often mentioned them at Town Hall meetings just as another avenue of volunteer job seeking should anyone be interested. It does not take the place of the PPP. For more information on CSB and/or AF Career Programs, you may call our Customer Service Office, 6-2024, or make an appointment with your servicing personnelist, Ms. Abbie Gambrell, 6-4658. (OPR: 82 MSS/DPC)

CP-38: (Posted 24 April 00) I just read about a position open here at Sheppard in the Mission Support Flight. It is for the Equal Employment & Staffing Specialist, and I wondered if that position was involved in the A-76 study? Also, when positions become available in the future, such as this one, how does one know if they fall under the study?

Answer: There were two developmental positions advertised recently. They were for Equal Employment & Staffing Specialist positions, GS-201-7 targeted to GS-9. They are located in the Affirmative Employment Section, Civilian Personnel Flight. They are not identified as positions under A-76 study. Should we have a position vacancy that is identified under the A-76 study, we would state that in the announcement. If it is not advertised (as is the case in the majority of our fills) and filled through normal merit promotion procedures, we would inform the selectee that the position is under study. (OPR: 82 MSS/DPC)

CP-39: (Posted 15 May 00) I have an employee that is interested in applying for a job in Corpus Christi. He is a WG - 06/05 and wants to apply for a WG - 05. If he accepts the position, he is wondering if he will be given his 05 step, because the pay scale is different?

Answer: The Federal Wage System (FWS) is a pay system that is based on local wage surveys of private employers. Our local area and pay scale would not necessarily be the same as the Corpus Christi area. In addition, each personnel office may set pay differently. We utilize basic pay setting principles as reflected in the Code of Federal Regulations and also the Air Force Instruction 36-802, Pay Setting.

You should address your question to the personnel office responsible for setting pay in the specific case. (OPR: 82 MSS/DPC)

CP-40: (Posted 15 May 00) At the start of this process people were told that the change over to MEO or Contracting would take place around April of 2002. We are now hearing that it will take place by Sept of 2001 and that people could find themselves out of work as early as July of 2001. We are also hearing that Civilian personnel will be running a RIF around June or July of 2001. If this is the case, then people should be told that the time lines have been moved up. Is this true?

Answer: The A-76 study is on schedule and will result in the MEO or a contractor taking over the workload in Apr, 2002. If we stay on schedule, the Air Force Personnel Center at Randolph AFB TX will begin work on the Reduction-In-Force (RIF) after the cost comparison has been done and contractor/MEO award decision has been made. The current timeline calls for the award decision to be announced in June, 2001. The time between the award decision, Jun 01, and switching over to the new service provider, Apr 02, is required to complete transition activities, personnel notifications/actions, and answer any challenges to the decision. These dates have been briefed as the AETC timeline since Sep 99. People will not be out of work Jul 01.

If a contractor is awarded the bid, we anticipate a significant RIF. Current plans are that RIF letters will be issued no later than November, 2001 with an effective date in April, 2002.

If the MEO is awarded the work, we anticipate a much smaller RIF, with RIF letters to be issued no later than 1 Feb 02, also with an effective date in April, 2002.

In either case, in Apr 02 employees who receive RIF notices will be reassigned, changed to lower grade, or separated. (OPR: 82 MSS/DPC)

CP-41: (Posted 7 June 00) I have heard several different versions of what happens to promotions. I will be eligible shortly for promotion (GS-5) and have heard that all promotions will be evaluated on a case by case basis as to whether they will be filled as temporary, however civilian personnel said that 99.9% of the jobs will be temporary. It was my understanding that promotions and reassignments would not be filled as temporary positions since they are hired within the system. Could you please advise me on this matter?

Answer: According to the rules of the DoD Priority Placement Program (PPP), we cannot permanently fill a position identified in a contract study once the Request for Proposal (RFP) is issued. The RFP is currently projected for late June 00. In addition, positions that are not identified in the study but that will likely be needed to place a permanent employee impacted in a Reduction-in-Force (RIF) resulting from the study, must be filled on a temporary basis.

Each vacant position will be evaluated to determine if it is directly involved in the study or if it will provide a placement opportunity for a permanent employee who could be impacted by RIF. If directly involved in the study but determined to be mission critical and hard-to-fill, our Wing Commander can request a waiver from the PPP to authorize permanent fill. In addition, positions that will not be needed for RIF can be permanently filled.

It's likely that all vacant clerical/secretarial positions that are not a part of the contract study will be needed for RIF placement (if a contractor wins the bid), so those will be filled on a temporary basis beginning later this month. If the positions are filled from lists of current Sheppard civilian employees, they will be filled through temporary promotion or temporary reassignment. (OPR: 82 MSS/DPC)

CP-42: (Posted 20 June 00) My current position is not under study, but I'm considering a position that is. My current position is a GS-4 and the position I'm applying for is a GS-5. I was told that the position under study is a temporary fill because of the A-76. That's OK with me, but I would like to know if I'll get credit for the time in grade as well as the experience?

Answer: Yes, employees receive time-in-grade credit while on temporary promotion. (OPR: 82 MSS/DPC)

CP-43: (Posted 23 June 00) When will we know the results of the mock RIF?

Answer: The "mock" RIF is done for planning purposes only and will not be published. For instance, if we request permission to offer Voluntary Separation Incentive Payments

(VSIP), we have to include numbers of projected separations and/or change to lower grades. We would ask permission to offer VSIP should Air Force not be awarded the contract and the approximately 270 positions under study were to be abolished. The mock RIF also helps us know what kind of impact RIF will have on the employees. We would use that information to try and reduce the impact of RIF. (OPR: 82 MSS/DPC)

CP-44: (Posted 23 June 00) Can an AF employee who accepts a VSIP, come back to work on a personal services contract with DoD?

Answer: No. Under current DoD guidance, an employee cannot be reemployed by any DoD installation in any capacity for a period of 12 months from the effective date of separation. This prohibition includes employment under a personal services contract with DoD. However, an employee may go to work for a private company that has contracts with DoD such as Lockheed or Raytheon. (OPR: 82 MSS/DPC)

CP-45: (Posted 13 July 00) You say that in Jul 00 all job openings will be hired through term or temporary appointments, where can we find out about these openings? Are they going to list them anywhere?

Answer: Announcements for which candidates can apply for consideration for temporary or term positions are accessible on the Palace Compass website (www.afpc.randolph.af.mil/afjobs) or the Office of Personnel Management website (www.usajobs.opm.gov). Current permanent Sheppard employees will be considered for temporary/permanent promotion opportunities through the usual merit promotion procedures as has been done in the past. (OPR: 82 MSS/DPC)

CP-46: (Posted 13 July 00) When personnel sends out the VERA, VSIP are we locked into that or can we change our mind?

Answer: The intent of the VSIP program is that if you apply and are selected, you must retire or resign. At this time, we are planning to send out VSIP documentation/application in June 2001. This will allow an employee to apply for an incentive payment by indicating willingness to resign or retire in exchange for a lump sum payment of up to \$25,000. There are no guarantees; it is an application only. If the number of applications exceed the number of surplus employees in a specific series and grade, the applications will be placed in the following priority order: a.) optional retirement eligibles, b.) Voluntary Early Retirement Authority (VERA) eligibles, and c.) resignations. Within, each priority group, employees will be further ranked by Service Computation Date (SCD-Leave). (OPR: 82 MSS/DPC)

CP-47: (Posted 17 July 00) I'm a civilian, career, veteran's preference SCD: 03-16-74 and I don't plan to retire any time soon. My question is, what about people who own homes and are moved out of the area? I plan to buy a home and before I do I would like to know what the rules are covering this.

Answer: In times of RIF, it sometimes becomes necessary to move in order to continue employment. If you continue to work for the federal government, you may be eligible to

have your travel and transportation expenses paid for by the federal government. Travel and transportation expenses are payable when it is in the interest of the government to move an employee from one duty station to another at a different geographical location. Those movements considered to be in the interest of the government include those for employees:

- a. who are selected to fill a position in a different geographical location and the gaining agency has stated it will pay travel and transportation expenses;
- b. are serving under retained grade and are registered in the Department of Defense (DoD) Priority Placement Program (PPP);
- c. have been issued a RIF notice and are to be reassigned or transferred within the DoD prior to separation; or
- d. are former employees separated by RIF, or because of declining a transfer with function, and are reemployed within one year of separation in a non-temporary appointment at a permanent duty station other than where separation occurred.

Relocation entitlements, if otherwise eligible, include reimbursement for various closing costs associated with the sale of old residence, purchase of a new residence, and penalties incurred from an unexpired lease, if applicable.

Basically, if you buy a house now, and later are picked up as a result of registering in PPP, your move will be paid for. That would include some real estate expenses (e.g., brokers' fees, etc.). Some real estate costs for a purchase at new location would also be reimbursed. (OPR: 82 MSS/DPC)

CP-48: (Posted 17 July 00) If I am separated or displaced (RIF) from my job, is there a separation/severance monetary package that the government offers other than the PPP?

Answer: Employees who are on a non-temporary appointment and are separated as a result of reduction-in-force procedures are entitled to severance pay. The employee must not be currently receiving or be eligible to receive Federal civilian or military retirement pay. More information regarding severance pay eligibility, computation and amounts are available in Customer Service, Civilian Personnel Flight, Building 402, Room 217. (OPR: 82 MSS/DPC)

CP-49: (Posted 17 July 00) Is there a table available where you can calculate Separation Pay?

Answer: A handout is available in Customer Service, Civilian Personnel Flight, Building 402, Room 217 for manual computation. Website <http://www.afpc.randolph.af.mil/permis/> includes a program to compute your individual severance pay. Just click on Civilian Subject Areas, Index, and "S." (OPR: 82 MSS/DPC)

CP-50: (Posted 17 July 00) : If I apply for VSIP, do I get it?

Answer: If you apply for VSIP, you will not necessarily be selected to receive it. To be eligible for VSIP, we must be able to show that your resignation or retirement would save an employee (including yourself) from separation. (OPR: 82 MSS/DPC)

CP-51: (Posted 17 July 00) I am an education counselor in an obligated career position, how does the A-76 affect people in obligated positions? How will it affect me?

Answer: Employees who are on obligated positions compete in any RIF (if necessary) as if the position was not obligated. (OPR: 82 MSS/DPC)

CP-52: (Posted 17 July 00) If the MEO wins bid, will all jobs be filled by whom? Will current supervisors have a choice or say in it?

Answer: If the MEO is selected as the service provider, the positions in the MEO organization will first be filled with current permanent Sheppard employees under RIF/reassignment procedures. Our goal would be to place as many employees as possible with as little adverse impact as possible. After ensuring placement of current employees to the maximum extent possible, we would fill MEO positions through local merit promotion procedures (after first clearing the Priority Placement Program) and finally through recruitment of external candidates. In merit promotion and external recruitment, the selecting supervisor reviews lists of eligible candidates and determines whom to select. (OPR: 82 MSS/DPC)

CP-53: (Posted 17 July 00) What happens to the people who are in "temp" positions not directly involved in the -76 study? Will these people still stay in civil service, go back to their former positions? Will Civilian Personnel help them be placed somewhere else in civil service positions on Sheppard? (I am referring to the temp positions used in case of RIF)

Answer: This could be interpreted as two separate questions. Temporary employees who are in temporary positions not directly involved in the A-76 study will continue in those positions as long as the need exists for them, but in accordance with the two-year statutory time limit for temporary positions. A permanent employee who is temporarily promoted during the A-76 study will compete in the reduction-in-force (RIF) in the position from which he/she was temporarily promoted (the permanent position). Under some circumstances, the employee may be placed permanently in the position to which they have been temporarily promoted. (OPR: 82 MSS/DPC)

CP-54: (Posted 17 July 00) What about homeowners who are RIFd and moved out of the area? Will we have any help selling houses?

Answer: Under certain conditions (picked up from PPP, have been issued a RIF notice and are to be reassigned or transferred within the Department of Defense (DoD) prior to separation, or selected to fill a position in a different geographical location and the gaining agency has stated it will pay travel and transportation expenses, etc.), travel and

transportation expenses are paid for by the federal government, including reimbursement for various closing costs associated with the sale of the old residence and/or purchase of a new residence.

Air Force Civilian Career Program selectees to GS-12 and above positions are eligible to use the Relocation Services Contract Home Sale Program. (OPR: 82 MSS/DPC)

CP-55: (Posted 17 July 00) VSIPs, the five-year restriction to be re-employed by the Federal Government, does that include contractors for the Federal Government?

Answer: No, not unless it is a personal services contract. The contract in the Sheppard AFB A-76 is not considered a “personal services” contract. There is a restriction regarding employing a VSIP recipient in the Department of Defense on a personal services contract for one year after separation, however. (OPR: 82 MSS/DPC)

CP-56: (Posted 17 July 00) If my position is not directly under the study, will my position change from civil service i.e.; benefits, pay, job title? (Not counting RIF or bumping)

Answer: If neither you nor your position is involved in the RIF, your benefits will not be impacted as a result of the cost study. (OPR: 82 MSS/DPC)

CP-57: (Posted 17 July 00) Will I be able to apply for VERA/VSIP if my position is not under the study and I am not bumped/RIFd?

Answer: The VSIP survey will be a base wide survey and all will be eligible to apply. However, unless it can be shown that your resignation or retirement would save an employee (including yourself) from separation, you will not be selected to receive the incentive. (OPR: 82 MSS/DPC)

CP-58: (Posted 18 July 00) I am currently holding a term position, when that expires will they hire it temp?

Answer: Management in your organization will determine whether to request an extension to the term position, whether to request a temporary fill, or whether to leave the position vacant. (OPR: 82 MSS/DPC)

CP-59: (Posted 18 July 00) If I'm not impacted by the study (RIF or bumping), or under the study will my position be changed?

Answer: If your position is not in the study or otherwise impacted by the RIF, your position will remain as is until management determines a need to initiate changes. (OPR: 82 MSS/DPC)

CP-60: (Posted 18 July 00) For individuals that would like to have questions answered individually should we wait for Career briefs to come out or can we call your office?

Answer: If it is personal in nature to your case, you may call and make an appointment. Call Mr. Mark Rangel at 676-6836. (OPR: 82 MSS/DPC)

CP-61: (Posted 18 July 00) You were mentioning unions, you only have one union listed up there, what unions are here? What about the unions that work with the contractors? Are they just going to be left out in the dark?

Answer: The 3 unions that we are referring to are NAF, General Schedule and Wage Grade. In this study we are only dealing with these unions. I am not at liberty to tell contractors such as Raytheon and Lockheed how to do their business. I really only deal with the government side. Unfortunately if the contractors are not informing their workforce, they are left in the dark. (OPR: 82 TRW/CCO)

CP-62: (Posted 18 July 00) I saw the timeline, and up till this point the initial award date was Jun 01 and now it's Apr 01, which is correct?

Answer: AETC is now saying Apr 01 for the initial award decision. Additionally, this will not affect the amount of time allowed for RIF, etc. The start and end date will remain the same. (OPR: 82 MSS/DPC)

CP-63: (Posted 18 July 00) Talking about RIF, there's a majority qualifications that may be waived but there are some that cannot, which ones are those?

Answer: Qualifications may not be waived for positions with positive education requirements or specialized skill requirements. Specialized skill requirements that cannot be waived include typing, stenography. The following positions are considered "professional." This listing does not include other professional series not typical at Sheppard. (OPR: 82 MSS/DPC)

GS-0101, Social Science

GS-0185, Social Work

GS-0510, Accounting

GS-0601, General Health Science

GS-0610, Nurse

GS-644, Medical Technologist

GS-0801, GS-808, GS-0810, GS-0819, GS-0830, GS-0850, Professional Engineering

GS-1102, Contracting

GS-1410, Librarian

GS-1701, General Education and Training

GS-1712, Training Instruction

GS-1740, Education Services

GS-1750, Instructional Systems

CP-64: (Posted 18 July 00) Are you saying that 1712 and 1750 qualifications cannot be waived?

Answer: Correct, you cannot waive basic education requirements. (OPR: 82 MSS/DPC)

CP-65: (Posted 18 July 00) If you're prior military and you were an instructor, will you still have to be qualified to teach? Will I still need an associate's degree?

Answer: Yes, our GS-1712 Instructor positions require an associate's degree. (OPR: 82 MSS/DPC)

CP-66: (Posted 18 July 00) SF 171 was the form that we had to fill out to update our records, is it still used?

Answer: That form has been replaced with the Sheppard Form 127. It is available in the Civilian Personnel Office, Customer Service Section, Building 402, Room 217. (OPR: 82 MSS/DPC)

CP-67: (Posted 18 July 00) Once you put in a Sheppard Form 127 to update your records, what is the realistic time it will take to update one's records?

Answer: Those are sent to the Air Force Personnel Center at Randolph AFB. It generally takes about 2 months for them to update your record depending on their workload. (OPR: 82 MSS/DPC)

CP-68: (Posted 18 July 00) Should we wait until we receive our career briefs to put in a 127?

Answer: If there is anything that is not in your records that should be, you need to add it. If you're worried about your record you can request a career brief at any time by contacting our Customer Service Section, ext 2024 or 2720. (OPR: 82 MSS/DPC)

CP-69: (Posted 18 July 00) What if I want to apply for VERA or VSIP but receive a RIF notice?

Answer: You may not apply for VSIP after you receive a RIF notice. The VSIP survey is conducted prior to the issuance RIF notices. The purpose is to remove employees from the RIF in order to minimize its impact. (OPR: 82 MSS/DPC)

CP-70: (Posted 25 July 00) When someone gets a temporary promotion I understand that they would revert back to their former grade under a RIF. (i.e. no retain grade). What about retain pay?

Answer: When an employee returns to his/her permanent position, pay is set as if they had not left the position (any within-grades that were due). They are not entitled to retained pay. (OPR: 82 MSS/DPC)

CP-71: (Posted 3 August 00) What happens if a perm employee takes a promotion in another organization? If ousted, does the employee still have retreat rights? I'm being

told that if someone takes a promotion now, since all new fills are now term positions, that they forfeit and rights they had as a permanent employee.

Answer: If a permanent employee accepts a temporary promotion, he or she will be considered a permanent employee (with all rights and benefits) who has been temporarily promoted. If reduction-in-force (RIF) is necessary at a later time, the employee will compete in that RIF as though still assigned to the permanent position from which the temporary promotion occurred. (OPR: 82 MSS/DPC)

Follow-up Question to CP-71: There still is some confusion about the answer. The key seems to be if the promotion is into a term position, not a temporary promotion. I'm told that if you accept a position now defined as term, you lose all permanent employee rights.

Answer to Follow-up: The word "Term" really refers to a type of new appointment. The vacant positions that we determine must be filled on a temporary basis will be filled either by temporary promotion of a permanent employee OR by an employee new to the workforce who is hired on a temporary or term appointment. I suppose a permanent employee could resign from the permanent position and later accept a term appointment. If that happened, the employee would compete in RIF in the term position, with other term employees only. Since virtually all term positions will ultimately be abolished, chances of being offered a position would be slim; separation would be likely. (OPR: 82 MSS/DPC)

Additional Clarification to CP-71's Answers: Some vacant positions will be filled by temporary promotion of current permanent employees. **Their permanent employee status will not change.** If RIF becomes necessary, these employees will compete in RIF in the permanent positions they held prior to their temporary promotion. They will not lose any of their rights as a permanent employee. Other positions will be filled by hiring brand new employees on temporary or term appointments. These employees will not have the status of permanent employees. Temporary employees may be separated at any time without RIF rights. Term employees compete in RIF with other term employees only and must be given a 60 day notice prior to their separation. (OPR: 82 MSS/DPC)

CP-72: (Posted 8 August 00) 1. If the A-76 goes contract and there is a RIF, how does that affect tenant organizations on Sheppard regarding civilian employees? Tenants like OSI, AF Audit Agency, etc. 2. It was brought up that the 80 FTW is considered a tenant--is this true for this situation? Since we are funded differently (partially NATO funded) will that make a difference--will individuals currently working in the 80th be excluded from the RIF?

Answer: 1. There is the potential for any employee in Sheppard's Competitive Area to be impacted by any Reduction-in-Force (RIF) conducted at Sheppard AFB. The Sheppard AFB Competitive Area is defined as all Air Force positions in the commuting area serviced by the Sheppard AFB Civilian Personnel Office. 2. The Sheppard CPO services the AF civilian positions in the 80th FTW and the civilian administrative positions assigned to the Area Audit Office and the OSI. Therefore, employees in these

organizations could be impacted by RIF even though their positions may not be directly involved in the A-76 study. (OPR: 82 MSS/DPC)

CP-73: (Posted 13 Sept 00) I have been told that if for some reason I am terminated from government employment as a result of the A-76 process, I will forfeit my accrued sick leave and will receive no compensation for it. Is this true?

Answer: The rules for sick leave compensation are as follows:

1. Retirement under CSRS - Accrued sick leave is credited at retirement as extra service time.
2. Retirement under FERS - Accrued sick leave is not reimbursable, nor credited for extra service. It does stay in the members permanent personnel data, and will be restored if the employee becomes a re-employed annuitant.
3. Separation from Employment - Accrued sick leave is not reimbursable. The balance of sick leave does stay in the members permanent personnel data, and will be restored if the employee is re-employed. The 3 year limit for restoration of sick leave has been rescinded and now stays on the books indefinitely.
4. Transfer to another Agency (or another AF base) - - Accrued sick leave transfers with the employee.
5. These rules do not change for RIF/A76 downsizing.
6. In short, by federal law, the only personnel that are compensated for sick leave are CSRS employees at time of retirement. (OPR: 82MSS/DPC)

CP-74: (Posted 25 Oct 00) If the MEO wins, do RIF notices go out?

Answer: A Reduction-in-Force may be necessary, even if the MEO is awarded the bid; however, we expect RIF actions would be minimal. (OPR: 82MSS/DPC)

CP-75: (Posted 25 Oct 00) If you have over 25 years of service and you choose not to retire, are you still eligible for PPP?

Answer: Yes. (OPR: 82MSS/DPC)

CP-76: (Posted 25 Oct 00) For those who want to sign up for VSIP, will there be a retirement evaluation to help make a determination?

Answer: Those who are eligible to apply for VSIP will receive a letter with attachments outlining their individual entitlements. Anyone may call the BEST line at the Air Force Personnel Center (1-800-997-2378) or access the PALACE Compass website to obtain a retirement estimate. (OPR: 82MSS/DPC)

CP-77: (Posted 25 Oct 00) There are a lot of people that are under the assumption that if they just wait around they'll receive the \$25,000.00 VSIP, is that true?

Answer: Some may; others may not. (OPR: 82MSS/DPC)

CP-78: (Posted 25 Oct 00) Will Union representation cease to exist if the MEO wins? What if the contractor wins?

Answer: If the MEO is awarded the work, union representation will continue as is. If a contractor is selected, the contractor's workforce may petition the Federal Labor Relations Authority (FLRA) to be represented by a union. (OPR: 82MSS/DPC)

CP-79: (Posted 25 Oct 00) It looks like A-76 is basically targeting support type functions, what will happen to instructors?

Answer: Civilian Instructors and others whose positions are not identified in the study could be impacted by Reduction-In-Force. (OPR: 82MSS/DPC)

CP-80: (Posted 3 Nov 00) We were informed that there would be no permanent promotions because of the A76. Does this hold true for the entire wing? It seems that there are some promotions happening within tech training.

Answer: Positions identified in the A-76 study and those that will likely be needed for Reduction-in-Force (RIF) placement if a contractor is selected as the service provider are being filled on a temporary basis; i.e., temporary promotion or temporary/term appointment. Positions not identified in the study will be filled permanently IF they are not likely to be needed for RIF.

The Priority Placement Program rules mandate that positions in the study must be filled on a temporary basis beginning on the date the Request for Proposal is issued. That happened at the end of July. Air Force policy for managing RIFs requires us to "stockpile" all vacancies that might be needed for RIF placement, so we must also fill those temporarily. Positions that are filled on a permanent basis are those that our analysis shows will not be needed for an employee who could be affected by RIF. (OPR: 82MSS/DPC)

CP-81: (Posted 29 Nov 00) I have a question about promotions. I am currently in a GS-0318 -04 position and am eligible for promotion. However, I am told by civilian personnel that a majority of all promotions will be on a temporary basis. (Of course, they say case by case basis - but I have yet to hear of someone being promoted to a permanent position). When I asked my personnel specialist about the promotion rosters, they said I was probably not coming out on them (or any lateral rosters) because they were "temp positions". Who determines whether I would take a temporary promotion or not? I think I should at least have the opportunity to make that choice. Also, please tell me if I am correct in the following; If I am requested by name for a promotion, I will have to come out in the top 15 names of a roster? Then, if the position is a "temporary promotion", I can (if I am "reachable") accept that temporary promotion until the term is up. Then what

happens?? Do I need to come out on a GS-5 roster again competitively for that position? If I do not, what happens to me then? Do I go back to my previous GS-4 position?

Answer: Positions identified in the A-76 study and those that will likely be needed for RIF placement if a contractor is selected as the service provider are being filled on a temporary basis; i.e., temporary promotion (current internal Sheppard permanent employees) or temporary/term appointments (non-Federal or external employees). Should it be determined that the vacancy must be filled on a temporary basis, management makes the decision to consider candidates from either external or internal sources, or both.

As to the second part of the question (what happens if you are temporarily promoted, would you have to compete later for it to be made permanent?), depending on the outcome of the A-76 study, a temporary promotion may be made permanent. If there is a RIF, employees on temporary promotion will compete at their permanent grade (in this case, GS-4). If the position to which one is temporarily promoted (e.g., GS-5) will save another employee from separation or change-to-lower-grade, it will be offered to that adversely affected employee under RIF procedures and permanent promotion of the temporary promotee is highly unlikely. If the position to which one has been competitively temporarily promoted is NOT needed for RIF, the promotion may be made permanent without further competition. (NOTE: Priority Placement Program must first be cleared to ensure there are no displaced employees at other locations who would have an entitlement to the position.) (OPR: 82MSS/DPC)

CP-82: (Posted 1 December 00) If I get RIF'd and go to another base at a lower grade, I understand I will have to stay there for one year. After that year, can I put in for jobs at other bases, at that lower grade, and still retain my save pay?

Answer: Under the circumstances you describe, to voluntarily apply and accept another position at the same lower grade to which you were placed into involuntarily (e.g., DoD Priority Placement Program), you would still be eligible to retain pay. (OPR: 82MSS/DPC)

CP-83: (Posted 1 December 00) When registering with the PPP, can we specify individual bases, or do we specify regions/zones?

Answer: Selecting your area of referral will depend upon your occupation and grade level and the availability of jobs for which you qualify. Employees facing separation may register within their zone for the minimum number of activities nearest their duty station likely to provide a reasonable opportunity for placement. Within the authorized area of referral, employees must normally register for all DoD activities that use their skill. However, registrants who are not subject to mandatory registration (those who are eligible for severance pay), may restrict their availability to activities in their own component within their authorized area of referral. So, it is possible that you may register for individual activities, regions or states zone-wide. Again, this depends on which bases would provide a reasonable placement opportunity for your specific situation

(your occupation, grade level and the availability of those same jobs at another location).
(OPR: 82MSS/DPC)

CP-84: (Posted 2 Feb 01) What is a "mock RIF" and how will it affect employees?

Answer: A "mock RIF" is an unofficial reduction-in-force conducted on paper only. There are no regulations that require it be done. RIF letters are not issued and the results are not publicized. It is done for pre-planning purposes only. Among the advantages in running a mock RIF is that it produces a picture of the impact of the RIF. With that information the Civilian Personnel Office may save vacant positions by filling them on a temporary basis or not at all. In this way, employees who would have been separated or changed to lower grades may be placed in those vacant positions that have been saved. Another reason for mock RIFs is that it is used for justification for formal requests for Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) authority. (OPR: 82MSS/DPC)

Military Personnel:

MP-1: How long will military replacements be coming into the A-76 affected areas?

Answer: Until Apr 01; military on base will be frozen as of Oct 00. (HQ AETC/DP)

MP-2: (Answer modified 2 Jan 01) Can military retrain during an A-76 study?

Answer: First termers will be allowed to retrain under CAREERs, but Career Airmen will not be allowed until the FY02 program. (OPR: 82 MSS/DPM)

MP-3: Are officer assignments frozen during the A-76?

Answer: Up to each commander. (OPR: HQ AETC/DP)

MP-4: When will the military affected by the study PCS?

Answer: Between Apr 02 and June 02. Early reporting will be authorized so some may leave earlier by commander discretion. Some military may stay just a little longer, i.e. staying until retirement date. (OPR: HQ AETC/DP)

MP-5: What happens to TDY taskings during A-76 timelines?

Answer: Determined by the Functional Managers. (OPR: HQ AETC/XPM)

MP-6: (Posted 14 Jan 00) As 3C (Communications) Functional for the base, the majority of the personnel I control are affected by the A-76 study and will be required to PCS during the transition period. Several of those affected are currently serving Joint-Spouse tours with their spouses on controlled tours in areas not under study. Will AFPC/AETC make allowances to curtail the spouse's controlled tour so the family can PCS together?

In a similar vein, there are some 3C positions on base not under study. Will AETC allow me to PCA military members from affected workcenters to vacant positions on base not under study?

Answer: The answer to the first question is yes. Individuals should ensure both join-spouse intent codes are updated to reflect join-spouse assignment desired. The second is maybe. Here's the latest info from HQ AETC: Career fields where the majority of the positions are under the PAB study will have all members of that AFSC frozen. All will be treated the same whether they are in the PAB position or in a non PAB position. I'll use the Communication situation as an example. Let's say that there are 4 SSgt 3C positions not under the PAB. AETC will ask for volunteers to remain at Sheppard to fill these positions, they can be anyone qualified (holding the correct AFSC) for the position. If there are more volunteers than positions left after PAB, the individuals with the shortest time on station will remain. (first here, first out, philosophy) If there are fewer volunteers than positions available, the volunteers will be allowed to stay regardless of TOS. (OPR: 82 MSS/DPM)

MP-7: (Posted 22 Feb 00) I'm currently serving a three year controlled tour as an MTL. My tour ends during the PCS Freeze (Jun 01). My primary AFS is 3A051, Information Management. Since my career field is used on Sheppard will I be placed into the 3A pool or will I be allowed to PCS through normal means, Overseas, Conus, or Special Duty, when my MTL tour is over?

Answer: Code 36's (Assignment Freeze) are applied to all personnel holding an AFSC being downsized when all or most of the authorizations for the AFSC are being eliminated (ex: If the supply squadron will be outsourced and there will be supply positions remaining elsewhere on base, all supply personnel will be frozen). Personnel in special duty assignments are excluded from this process. Therefore, it depends on what percentage of positions on base are affected by the study. At the end of September or the beginning of October of this year, AETC will send us a roster of AFSC's that can be frozen. It will then be up to Sheppard to determine who is frozen. Code 54's (temporary Assignment Freeze) are applied to personnel in partial drawdowns who may not necessarily be required to PCS: examples are Information Management, Personnel, etc. These are done on a case-by-case basis as directed by unit commanders.

Specifically, being in a controlled tour excludes you from the assignment freeze. This does not guarantee you of an assignment at the end of the tour, you merely become eligible for an assignment back to your original career field (through normal means). (OPR: 82 MSS/DPM)

MP-8: (Posted 2 March 00) Will our assignment choices be limited to AETC bases only. Or, will we given the opportunity to choose an assignment in another command (AMC, ACC)?

Answer: The individuals who did not get picked up for assignments in the last equal/equal-plus shot will be given assignments to a conus base. These assignments will

be based on the MAJCOM that has the lowest manning. Therefore, it does not matter what command you are in. You are considered an AF asset, not an AETC asset. (OPR: 82 MSS/DPM)

MP-9: (Posted 6 March 00) My job is affected by A-76. My question is, what state side bases are going to be double billeted for the 3V0X3 career field, and will these billets be filled only by A-76 affected personnel, or by anyone in the 3V0X3 career field ? Also, will there be a base listing available for the 3V0X3 personnel to see in the near future ?

Answer: The answer to the first question is a little complicated. Your career field is currently manned at 97%. This means there would be very little double billeting. However, all 3VXXX career fields are shrinking. There is no way to tell today, what the manning of any AFSC will be in the fall of 01 when the assignment team shows up. What I can say is this: You will not be able to just pick any base you want to go to. The assignment team will come down with at least 2 choices per person and each individual will be able to choose between the assignments offered by the combined AFPC/AETC assignment team.

As for the second question, we do not have a listing of AFSCs utilized per base. Furthermore, it doesn't make a difference, the individual who does not get an assignment through equal/equal+ will have to choose from the assignments offered by the assignment team. (OPR: 82 MSS/DPM)

MP-10: (Posted 9 March 00) If you have two people in one slot being studied, will both get assignments?

Answer: Yes (OPR: 82 MSS/DPM)

MP-11: (Posted 9 March 00) If it takes the A-76 process takes longer than scheduled, will the military be released or held back?

Answer: Delays in the process may cause assignments not to go as scheduled. (OPR: 82 MSS/DPM)

MP-12: (Posted 13 July 00) My question is concerning Join Spouse Assignments. What happens if your spouse gets an assignment after the "Freeze" and you've met all TOS requirements?

Answer: It depends. If it's a remote, of course the spouse is going and you're not. If the person was a volunteer and selected, chances are the assignment will be canceled. On a non-vol assignment, it depends on the priority of the position. The assignment may or may not be canceled. If it is not canceled, the member frozen will be released for a join-spouse assignment. (OPR: 82 MSS/DPM)

MP-13: (Posted 4 August 00) During the initial A-76 (enlisted) assignment briefing the briefer discussed CONUS and Overseas assignments and how personnel can be chosen for assignment. After the briefing I was under the impression that if I did not put in for

an overseas assignment in Aug 01 (only Overseas EQUAL used during the freeze) that I will not be considered for an Overseas assignment and can expect to receive a CONUS assignment for PCS during Apr - Jun 2002. I've gone back to the Sheppard A-76 Library and looked at the briefing again but it doesn't clearly say this. Additionally, I went to the Lackland AFB A-76 web site and the enlisted assignment briefing for their personnel states that they will be considered for Overseas assignment even if they are non volunteers. I have asked around my shop and my coworkers were under the same impression as I after the initial briefing, but now we're not so sure. Please clarify enlisted assignment rules for Sheppard's A-76 process.

Answer: You are correct. Everyone competes during that EQUAL cycle. It is possible if you're near the top of the non-volunteer list that you could get an overseas assignment during the cycle (projected Aug 01). What has been briefed all along is that if you don't get an assignment during the EQUAL cycle, you WILL get a CONUS assignment out. We'll make sure we're more clear about the possibility of a non-volunteer in future briefings. (OPR: 82 MSS/DPM)

MP-14: (Posted 6 Dec 00) Can I receive an assignment to another A-76 affected base?

Answer: AETC/AFPC will try not to send you to another base undergoing A-76. (OPR: 82 MSS/DPM)

MP-15: (Posted 12 Jan 01) My AFSC is 3S051 and I work in the 365th Training Squadron. Is my AFSC affected by A-76 and am I affected by the assignment freeze?

Answer: No, you are not affected by the A-76 study. The majority of the 3S0 (personnel) AFSC is not under study; however, there are a few 3S0 positions that will be affected by A-76. There are only a couple of 3S0 positions under study in the MPF. There are a few more 3S0 positions that will go away because the majority of their host unit is under study and there will no longer be any need for their position (those 3S0 positions in CE, CS, and some in the LG). While these few personnel positions will go away, the members sitting in them will simply be moved to another personnel position on base.

You should still pay attention to the A-76 process and keep abreast of the happenings. I also strongly encourage you to talk with your base career field functional (Mr. Sullivan/Maj Walton in the MPF, 6-7715) to receive regular career mentoring/updates. (OPR: 82 MSS/DPM)

MP-16: (Posted 8 Feb 01) What are they going to brief when the Assignments Folks come in the May timeframe?

Answer: Basically this will be an up to date briefing on how, what and when the assignment process will work. How the assignments will be made. What actions need to happen to make it work (both from the affected members and AETC/AFPC perspectives) and when actions will happen. Examples of the steps and flow of assignments will be

briefed by AETC assignments folks. This will be the 12 month look - 6 months before assignments are made. (OPR: 82 MSS/DPM)

Miscellaneous:

MISC-1: What happens with personnel who are in positions that have been in prior A-76 studies?

Answer: They are not excluded from future MEOs, they are rolled in. (OPR: HQ AETC/XPM)

MISC-2: What is the difference between Outsourcing by a Contractor & Privatization ?

Answer: Outsourcing is the competing of support services between public and private industry. The government retains full responsibility and control over the delivery of those services whether provided by government employees or contractors.

Privatization is the transfer of control of a target business asset and/or associated activity from the public to the private sector; it's also characterized by the shift from public to private capital for the fundamental, long-term financial investment required. Currently, the two areas the Air Force has plans to privatize are military family housing and utilities. (OPR: HQ AETC/XPM)

MISC-3: How is the Cost Comparison impacted by the MEO structure?

Answer: Best guess by CPO. (OPR: HQ AETC/XPM)

MISC-4: What is the % of MEOs won at Maxwell?

Answer: Maxwell only has one MEO for the A-76, and it is still in the Source Selection process. Estimated decision date 18 Feb 00. (OPR: HQ AETC/XPM)

MISC-5: Is there only one MEO for the base?

Answer: Yes, under this A-76 cost comparison study. (OPR: HQ AETC/XPM)

MISC-6: How long is the MEO good for?

Answer: Reviewed every year after 5 years – up to 10 years. (OPR: HQ AETC/XPM)

MISC-7: What does the MEO organizational structure look like?

Answer: MEO is free to develop their structure as needed to adopt the best business practices to do the work most efficiently/effectively. (OPR: HQ AETC/XPM)

MISC-8: What happens if the contractor fails to meet contractual obligations?

Answer: CPO would have to hire people really fast. (OPR: HQ AETC/XPM)

MISC-9: Why does the A-76 process take so long?

Answer: Workload of the process, Source Selection timeline, and some timelines are established by law. (OPR: HQ AETC/XPM)

MISC-10: Is the bid picked always the cheapest?

Answer: Final selection is based on a cost comparison of the best value contractor vs. the MEO. "Best Value" contractor may not be the cheapest contractor. (OPR: HQ AETC/XPM)

MISC-11: From the Executive Overview briefing I understood that after conversion a new concept for QAE would come on line (outcome based vs. task oriented contracts).
1. Does this new QAE effect the current QAE manning, or is it grandfathered in?
2. Will this wing gain any QAEs for the 56 positions that are being converted or will the 82d manage the entire contract?

Answer: 1. The new QAE concept referred to is the Performance Management Office (PMO) which will monitor all contracts. This will not effect the contracts that are grandfathered in. 2. We are not sure at this moment whether or not there will be a gain in QAEs for the 56 positions, as mentioned before, we will have a central office with QAEs that will take care of the contracts. This is being worked in the business strategy. (OPR: 82 TRW/MO)

MISC-12: (Posted 18 Jan 00) In all of the meetings the number of positions are touted as being increased for job potential. If the current contracts are being rolled into the study don't the positions in Raytheon, Trend Western, and the transportation contract need to be included in the number of positions effected? The duties are being included in the PRD, but I don't see anything about the positions impacted.

Answer: The authorizations targeted are those that are funded, Government positions. The Government can't dictate how a contractor is manned, so there are no "authorizations" to study, only workload. The contractor's obligation is to provide sufficient manning to get the work done, period. It doesn't matter to the Government if it takes 10 people or 20. The cost of labor is embedded in the total cost of the contract. Bottom line for the service provider will be to provide the lowest cost combination of authorizations/contracts to get the job done. If the MEO chooses to pull workload out of contracts and do it in-house, they'll have to design positions from scratch. The data on how many people are currently working contracts is proprietary data, which the current contractors would not be obligated to provide. (OPR: 82 TRW/CCO)

MISC-13: (Posted 9 March 00) If a contractor is award the bid, will they be given a list of personnel on board?

Answer: Yes, the contractor will be given a list of permanent party civilians on board. (OPR: 82 MSS/DPC)

MISC-14: (Posted 9 March 00) Will contractors compete against each other?

Answer: Yes, we will take all contractor bids, they will need to meet qualifications, capability, performance, and will have to follow Department of Labor laws. The Best Value contractor selected then competes against the MEO. (OPR: HQ AETC/XPM)

MISC-15: (Posted 20 June 00) I understand Maxwell AFB has not made a decision even though it is passed the milestone/time period. Do you know why it's taking them so long to decide?

Answer: Maxwell was extended based on a protest. Automatic extension for protests is 90 days. (OPR: 82 TRW/CCO)

MISC-16: (Posted 17 July 00) When will the results at Lackland be announced? What about Maxwell?

Answer: Maxwell should be announced in Nov, with transition Aug 01. Lackland dates are TBD (announcement was 28 Jul, with transition Apr 01). (OPR: 82 TRW/CCO)

MISC-17: (Posted 25 Oct 00) On the timeline why does it take from November 2000 to June 2001 to evaluate bids?

Answer: The scope and effort is a tremendous process in which all bids must be evaluated, therefore, it takes time for us to evaluate and ask questions of the bidders/MEO, they in turn need time to research and respond to our questions also. (OPR: 82 TRW/CCO)

MISC-18: (Posted 25 Oct 00) I've been told if it goes contract they'll come take over equipment etc., is that true?

Answer: The service provider, whether it be contract or MEO, is given a list of equipment that will be provided for their use during the contract. (OPR: 82 TRW/CCO)

MISC-19: (Posted 25 Oct 00) Does the government have any protection from a bid that doesn't seem reasonable?

Answer: Yes, that's a part of the Source Selection process; we'll show that Source selection process to you in the next newsletter. (OPR: 82 TRW/CCO)

MISC-20: (Posted 26 Jan 01) I attended my group's Safety Day/CC Call at the theatre yesterday. My group commander stated that what was going on with Lackland and Maxwell in no way affected Sheppard's A-76 process. Last week, I questioned another commander on base concerning the new congressional involvement, and he was under the impression that the moratorium affects not only new processes, but awards as

well...that Sheppard will continue our process up to the award point, but will not be able to award until approved by Congress to do so. Is what my group commander said true?

Answer: Congress has not stopped any A-76s. They have demanded a review of the process which is on-going by the DoD IG. The SECAF has agreed to withhold any announcement or award until that IG review is complete. This will be done Jan 01, well before the Sheppard decision is reached, which is Jun 01. The only additional requirements levied on Sheppard is to coordinate the decision through the pentagon prior to announcement, an expected short turnaround. This especially applies to decisions of tentative or final award and any decision of appeal (administrative or GAO). Although a federal court has put an injunction on continuing with some of the A-76 decisions, Sheppard is not one of them. Thus Sheppard will progress normally toward our decision, coordinate through the pentagon and then announce. Unless additional requirements are generated there is no expected change to the Sheppard A-76 process. Again, the key is a coordinated announcement so Air Staff and SECAF can ensure everything was done right.

The Competitive Sourcing Office will be briefing A-76 updates to squadrons as they are requested, we'll be sure to readdress the status of this issue. (OPR: 82 TRW/CCO)